

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

Department for Children and Families		9. Position No. K0224053	10. Budget Program Number 23611		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Accountant II			
3. Division Kansas City Region		12. Proposed Class Title			
4. Section Operations	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Fiscal Unit		14. Effective Date			
6. Location (address where employee works)  City: Overland Park County: Johnson		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8 AM/PM To: 5 AM/PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

**Pamela Collins**

**Assistant Regional Director for Operations**

**K0214663**

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

**Same**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position functions with considerable latitude to develop procedures and practices and to establish processes to achieve the necessary tasks. Instruction is given in general terms and is guided by policy, procedure manuals, consultation with Executive Team, DCF Administration and supervisory conferences. The incumbent is expected to be knowledgeable and skilled in administrative matters and able to carry out responsibilities with minimal instruction and guidance. Budgetary work is also overseen by DCF administration and fiscal management. Work is performed based on general guidelines, driven by time frames from weekly to yearly.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):  
**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
50	E	<p><b><u>Fiscal Leadership :</u></b> Reviews and provides final approval for all of the Region's purchase requisitions, vendor payments, and travel and expense reports in the SMART system. Directs and supervises the payment process for Economic and Employment Services (EES) and Prevention and Protection Services (PPS) providers. Assures accurate coding and entry; trouble shoots problem transactions or reports for entry error or system issues. Works with the DCF SMART Helpdesk and other DCF Administration staff to address and resolve problems, as necessary, to assure regional services and operations are in place and working properly. Reviews the regions Imprest and Fee Fund reports to ensure accuracy of documentation and control systems. Serve as the Regional Procurement Card (P-Card) Administrator, which includes issuance and monitoring of cards and cardless accounts. Provide training on fiscal and budgetary processes, audit compliance and procurement rules and regulations as needed. Promotes fiscal responsibility by reviewing expenditures to ensure that the expenditures are in the best interest of the agency and are compliant with both State of Kansas and DCF Procurement guidelines. Provides the fiscal leadership and direction for the region by determining initiatives and developing goals, objectives, and efficiencies for the region. Develops fiscal policies and strategies to eliminate unnecessary spending and duplication of efforts.</p>
40	E	<p><b><u>Budget and Reporting:</u></b> Utilizes budgetary and financial data to plan and develop the regional Other Operating Expenditure (OOE) budget. This includes analyzing past expenditures and trends and projecting future needs of the agency. Prepares and presents year to date budget reports to determine where the region is in meeting their budget request and determining whether or where increases or decreases in spending need to or can occur. Assures budget is accurate, supports the work and mission of the region, and that adequate resources are available throughout the fiscal year</p>
10	1E	<p><b><u>Audits</u></b> – Represents KC Region as the point of contact for DCF Audits. Works closely with DCF Administration Fiscal staff to prepare for audit activity and assures proper files, information, and work space is available for audits. Coordinates with the Director of Operations when response or corrective action is necessary as the result of an audit. Oversees the tracking of corrective action plans when in place.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
(X) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Utility outages, unsafe/unsecure buildings, inability to purchase necessary goods and services.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position has daily contact with DCF Administration staff, regional administrative and supervisory staff, vendors and providers, the public and other employees to obtain or provide information and solve problems.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Position requires a considerable amount of time spent at a computer and a monitor screen which could cause back, neck, wrist and eye strain. Travel throughout the region increases the risk of injury in vehicle accidents.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: Phone, Computer, Copier

Occasionally: Vehicle

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Two years' experience in professional accounting/auditing work. Experience may be substituted for Education - Accounting/Business degree.

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Education or Training - special or professional

**Preferred** - Accounting/Business Degree

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Licenses, certificates and registrations

Valid Driver's License

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Special knowledge, skills and abilities

**Preferred:**

Extensive experience in use of Microsoft products including Excel.  
Strong background in accounting practices and auditing techniques.  
Experience using SMART software, or at least Oracle products.  
Past fiscal accounting experience with a governmental agency.  
Experience in developing and monitoring budgets.

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

**Must maintain security clearance throughout employment.**

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date